

BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS

Engineer-in-Training Information Sheet

All applicants must meet the current eligibility requirements at the time the completed application package is received at the board office. Completed application packages must include all required documentation, references, verifications, and fees. All forms must be legible. It is the applicant's responsibility to ensure the Virginia Board receives the completed package prior to the established deadline. Submission of applications just prior to the deadline date may result in late notification of eligibility to sit for the scheduled examination, or the applicant may be scheduled for the next available examination. Review of incomplete applications and applications received after the examination application deadline will be deferred to the next examination cycle.

EXAMINATION APPLICANTS APPLYING UNDER THE PROVISIONS OF 18 VAC 10-20-190.1

Board regulation 18 VAC 10-20-190.1 states that applicants who are enrolled in an ABET accredited undergraduate curriculum and are within 12 months of completing their degree are eligible to take the Fundamentals of Engineering Examination. Applicants that are enrolled in an ABET accredited graduate curriculum, or enrolled in a graduate curriculum that is ABET accredited at the undergraduate level at the institution at which the graduate degree is being sought and are within 6 months of completion of graduate degree requirements are also eligible to take the Fundamentals of Engineering Exam. Individuals applying under this provision must submit the following documentation:

- ➔ a completed *Engineer-in-Training Designation Application* and fee;
- ➔ a *Certificate of Good Standing* from the dean of the engineering school in which the applicant is enrolled; and
- ➔ simultaneously, submit the *Examination Scheduling Form* with the examination fee directly to the examination vendor.

ALL OTHER EXAMINATION APPLICANTS

Individuals not applying under the provisions of 18 VAC 10-20-190.1 must submit the following documentation:

- ➔ a completed *Engineer-in-Training Designation Application* and fee;
- ➔ a completed *Engineer-in-Training Reference Form*;
- ➔ a completed *Degree Verification Form* if applying under 10.A, 10.B, or 10.C on the *Engineer-in-Training Designation Application* or official school transcripts if applying under 10.D on the *Engineer-in-Training Designation Application*;
- ➔ completed *Experience Verification Form(s)* if you are applying under 10.C. or 10.D. on the *Engineer-in-Training Designation Application*.
- ➔ IF YOU ARE APPROVED FOR THE EXAMINATION, you will receive an *Examination Scheduling Form*. The completed form and fee must be mailed to and received by the examination vendor by the established deadline.

EDUCATION

All applications are evaluated based on the undergraduate degree held by the applicant (*unless the applicant holds a graduate degree which is ABET accredited at the graduate level*). Applicants should forward one copy of the *Verification of Degree Form* to the college or university from which the bachelor's degree was obtained (unless official school transcripts are required). Candidates applying under 18 VAC 10-20-190.1 must submit a completed copy of the *Verification of Degree Form* within 12 months of receiving their degree.

NOTES: Degrees awarded in fields other than engineering or a related science will be considered under 18 VAC 10-20-190.5 and must be accompanied by official school transcripts. When no degree is held, the applicant must meet the requirements of 18 VAC 10-20-190.5. Applicants applying with a degree in fields other than engineering or a related science, or with no degree, must obtain (from the Board's website or office) the *Course Requirements for Engineering Technology Program* form, complete the form, and submit it with their application.

Individuals holding a Masters degree from a college or university that is ABET accredited at the undergraduate or graduate level should also submit a *Verification of Degree Form*. Applicants who have attended institutions not located in the United States must have their degree authenticated and evaluated by an education evaluation service if credit is sought for this education. However, if the applicant also holds a Masters or Ph.D. from a United States institution where the program has been accredited by ABET at the undergraduate or graduate level, verification but no evaluation is required. The Board reserves the right to reject an evaluation submitted by an applicant. AN EVALUATION DOES NOT CONSTITUTE ABET ACCREDITATION.

EXPERIENCE

Applicants applying under 10.C. or 10.D. of the *EIT Designation Application* must verify all experience on *Experience Verification Forms*. You may photocopy the form to accommodate all your experience. Any experience verified on forms other than those provided by the Department of Professional and Occupational Regulation will not be considered. Resumes are not acceptable. Please refer to 18 VAC 10-20-240 of the board regulations for descriptions of Qualifying (professional) and Non-qualifying (sub-professional) Experience. THE ORIGINAL AND ONE COPY OF EACH EXPERIENCE VERIFICATION FORM MUST BE INCLUDED IN YOUR COMPLETED APPLICATION PACKAGE.

TOEFLiBT (formerly known as TOEFL & TSE)

Applicants for licensure must be able to speak and write English to the satisfaction of the board. Applicants from a non-English speaking country or a country where the primary language is not English, who have not graduated from a college or university in which English is the language of instruction, shall submit to the board a TOEFLiBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the board. Score reports shall not be over two years old at the time of application.

EXAMINATION

Additional information concerning the examination is available from:

National Council of Examiners for Engineering and Surveying

P.O. Box 1686

Clemson, South Carolina 29633-1686.

Telephone: (864) 654-6824

Web Site: www.ncees.org

Applicants planning to enroll in refresher courses should submit an application in sufficient time to be approved to sit for the examination prior to enrolling in the course. Individuals electing to enroll in the courses prior to having obtained board approval to sit for the scheduled examination risk the loss of time and money.



**Board for Architects, Professional Engineers, Land Surveyors,
 Certified Interior Designers and Landscape Architects
 ENGINEER-IN-TRAINING DESIGNATION APPLICATION
 Fee \$30.00**

A check or money order payable to the **TREASURER OF VIRGINIA**, or a completed credit card insert available at <http://www.dpor.virginia.gov/dporweb/forms/fin/creditcard.pdf> must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

All applicants are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* available at www.dpor.virginia.gov prior to applying for licensure.

➔ The date this completed application, fee, and all required supporting documentation are received in the board office shall determine if an application has been received by the exam application deadline established by the board.

1. Name

 Last First Middle Generation

2. Social Security Number or Virginia DMV Control Number * - -

3. Date of Birth _____

4. Address (PO Box not accepted) _____

 City State Zip Code

➔ If you are using your business address, please include business name, full street address and any floor or suite numbers.

5. E-mail Address _____

6. Contact Numbers Primary Telephone _____ Ext _____
 Alternate Telephone _____ Ext _____
 Facsimile _____

7. Have you ever taken the Fundamentals of Engineering (FE) examination in Virginia?

No ☐

Yes ☐ If yes, please provide the month and year of the exam. _____

8. Education

	Institution	Degree BS, BA...	Major	MM/YY Completed
Bachelors				
Masters				
Ph.D.				

9. Do you meet one of the following educational requirements?

➔ Are you enrolled in an ABET-accredited undergraduate curriculum and **less than 12 months** from completing your degree requirements?

➔ Are you enrolled in an ABET-accredited graduate curriculum or enrolled in a graduate curriculum that is ABET-accredited at the undergraduate level at the institution at which the graduate degree is being sought and within six months of completing the graduate degree requirements?

No ☐

Yes ☐ If yes, you must attach a *Certificate of Good Standing* from the dean of the engineering school in which you are enrolled and forward a completed *Degree Verification Form* upon receiving your degree. Skip to question #11.

FOR OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	APPLICATION #	FILE# / LICENSE #	ISSUE DATE
		\$30.00	1005			0420	

10. Which of the following education/experience requirements have you met in order to qualify for the Fundamentals of Engineering (FE) Exam and the Virginia Engineer-in-Training Designation? Check only **one**.

- A. ☐ GRAD Graduation from an approved engineering or engineering technology curriculum
REQUIRED DOCUMENTATION: *Degree Verification Form and Engineer-in-Training Reference Form*
- B. ☐ ENG Obtained an undergraduate engineering degree of at least four years from an institution in a curriculum without ABET accreditation and obtained a master's or doctorate engineering degree from an institution in a curriculum that is ABET accredited at the undergraduate level
REQUIRED DOCUMENTATION: *Degree Verification Form and Engineer-in-Training Reference Form*
- C. ☐ EXP Graduation from a non-approved engineering curriculum or a related science curriculum of at least 4 years **and** at least 2 years of qualifying engineering experience
REQUIRED DOCUMENTATION: *Degree Verification Form, Experience Verification Form(s) and Engineer-in-Training Reference Form*
- D. ☐ SELF No engineering or related science degree, but requesting board consideration of your credentials obtained through documented course work that meets the requirements of ABET accreditation for the baccalaureate engineering technology curricula **and** at least 6 years of qualifying engineering experience
REQUIRED DOCUMENTATION: *Official College/University Transcripts, Course Requirements for Engineering Technology Program, Experience Verification Form(s) and Engineer-in-Training Reference Form*

➔ **ALL EXPERIENCE MUST BE VERIFIED ON *Experience Verification Forms* AND SUBMITTED WITH YOUR COMPLETED APPLICATION PACKAGE.**

11. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

12. Have you ever been convicted in any jurisdiction of **any felony or misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No ☐

Yes ☐ If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; and any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

13. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the board's decision to approve this application. I certify that I will notify the Department if I am subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving my Engineer-in-Training designation. I certify that I understand and have complied with all the laws of Virginia related to engineers-in-training under the provisions of Title 54.1, Chapter 4 of the *Code of Virginia* and the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.

Signature _____

Date _____

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

